



September 2006

Classification of Off-Campus Teaching Sites

Introduction

The Higher Education Coordinating Board is charged with the oversight and coordination of the state's higher education resources. Consistent with legislation and the *2004 Strategic Master Plan for Higher Education*, the HECB's *Program and Facility Approval Policies and Procedures*—adopted in September 2005—began the process of implementing policy for the approval of the establishment of new teaching sites, centers, or system campuses by the public baccalaureate institutions. The policies and procedures also require the board to classify existing off-campus teaching facilities as teaching sites, centers, or system campuses. The classification of a given site has implications for capital planning and for the provision of student and academic services.

These proposed classifications were presented to the board at its July meeting in Aberdeen. The board is being asked to approve the classifications at the September meeting.

Overview

In September 2005, the HECB approved policies and procedures, which established a means for the orderly growth of off-campus teaching sites and centers. The board's policy recognizes that new instructional sites may develop in various ways. Instructional sites are classified according to a number of factors, including size, program array, and the level of service provided to students. Off-campus teaching facilities generally may be classified into one of three categories: 1) a teaching site, 2) a center, or 3) a system campus or four-year college or university.

Development of a new teaching facility may begin at any of these points. For example, institutional planning may call for the institution to develop an off-campus center without beginning as a teaching site. The institution may have no plans to grow the center into a system campus.

The proposed classifications were discussed at the July 2006 board meeting. Following that meeting HECB staff worked with institutions and the State Board for Community and Technical Colleges (SBCTC) to refine the classifications of existing sites. Through this process, one additional site was added to those recommended as "centers," based on discussion with the SBCTC and in recognition of agreements with public and private institutions to deliver

coursework and programs to that site. We have also added a listing of programs offered on site at various community colleges around the state in Appendix B.

Definition of Off-campus Teaching Sites

Teaching site

A teaching site may be a temporary teaching site dedicated to a limited number of degree or certificate program offerings and/or students. Typically, a teaching site would enroll fewer than 150 students in no more than three distinct degree programs.

An institution must make reasonable and appropriate provisions for student services to ensure that students have access to all resources and information required to support their academic programs. In addition, students must have access to academic resources including faculty, a library, technology resources, and laboratory space needed to meet program requirements.

An institution may not acquire property by purchase, gift, or other means for the purpose of establishing a teaching site.

Center

The development of a higher education center or consortium represents a significant long-term investment of public resources. Consequently, the board considers these developments to ensure that they are: an efficient use of state resources; appropriate to the role and mission of the institution(s); and, provide for appropriate student, faculty, and staff support to ensure program quality.

A higher education center may be organized as a multi-institutional teaching entity or as a single university/college enterprise. Centers are often located on community college campuses. Centers may include agreements in which an institution brings in programs offered by another institution (e.g., a public or independent Washington institution and/or an institution outside Washington). Centers also may include co-location of two- and four-year institutions or multiple four-year institutions sharing an off-campus site.

Typically a higher education center would enroll students in multiple degree programs (two or more). Centers vary in size, but typically would enroll between 150 and 1,500 students.

Centers, relative to teaching sites, provide more extensive on-site student services and resources appropriate for a larger number of students. The governance structure of the center is at the discretion of the home institution and is consistent with policies at the main campus and other centers operated by the institution.

System campus or new four-year college or university

Establishing a new four-year college or university campus represents a substantial investment of state resources and requires significant planning. Prior to consideration of transition to or creation of a four-year college, an institution may first operate as a center or branch campus to ensure that student, employer, and community demand exists.

Through the legislative process, the Legislature and governor have the sole authority to establish system campuses or new four-year colleges or universities. The campuses operated by the University of Washington at Tacoma and Bothell and Washington State University at Spokane, Tri-Cities, and Vancouver are classified as “system campuses” with the authority to offer major lines of study and types and levels of degrees authorized by law under RCW 28B.45.

The HECB may recommend to the Legislature the creation of a new four-year institution or a change in status of an existing institution in response to student, employer, and community demand. A study of the feasibility for such an institution may be initiated by the board, an institution wishing a review of its status, or the Legislature.

The HECB, or an institution or a consortium of institutions in consultation with the HECB, must conduct a regional needs and feasibility study to determine the need for and scope of a proposed new four-year institution or campus.

Classification Procedure

The proposed classifications reflect consideration of a range of factors, including: the size of the teaching site in terms of enrollments, program array, and capital; the capacity to provide local services to students and faculty; and, the presence of a long-term commitment to serving students in the area.

A listing of existing off-campus teaching facilities with the proposed classifications is provided in Appendix A. These classifications have been reviewed with the institutions and the recommended classifications reflect consideration of feedback from the institutions and the State Board for Community and Technical Colleges.

RESOLUTION NO. 06-28

WHEREAS, The Higher Education Coordinating Board is charged with the oversight and coordination of the state's higher education resources; and,

WHEREAS, the HECB approved *Program and Facility Approval Policies and Procedures at its* September 2005 meeting --, which established a means for the orderly growth of off-campus teaching sites and centers; and,

WHEREAS, the HECB is implementing its policy for the approval of the establishment of new teaching sites, centers, or campuses by the public baccalaureate institutions; and,

WHEREAS, HECB staff worked with institutions and the State Board for Community and Technical Colleges to refine the classifications of existing facilities;

THEREFORE, BE IT RESOLVED, that the Higher Education Coordinating Board approves the classifications of existing instructional facilities as outlined in Appendix A of this report, and;

Be it further resolved that instructional facilities not listed in Appendix A of this report, and any change in status of an existing site shall be submitted to the HECB for approval according to the process outlined in the *Program and Facility Approval Policies and Procedures*.

Adopted:

September 27, 2006

Attest:

Gene J. Colin, Chair

Jesus Hernandez, Secretary